

ANTENNA/TOWER PERMIT - PRIVATE

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4680

Site Identification:

Address: _____

Property Identification Number: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____
City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____
City State Zip Code

Signatures:

Applicant: _____ Date: _____

Property Owner: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Filing fee of \$75.00, payable to the City of Shoreview. **The filing fee is non-refundable.**
3. A site plan drawn to scale showing the proposed location of the antenna/tower and the dimensions relative to property lines, structures on the site, and structures on adjacent properties. The City Planner may require that this site plan be prepared by a licensed and registered surveyor to ensure its accuracy.
4. Elevations drawn to scale with dimensions that fully describe the proposed antenna/tower, any proposed or existing screening, and illustrates the relative size and visibility of the proposed antenna/tower from adjoining properties.
5. Manufacturer's specifications of the facility and documentation from a structural engineer that the antenna/tower complies with all building code requirements.
6. Specific details of any equipment associated with the installation of the facility such as footings, guide wires and braces, including rooftop mounts, if applicable.
7. A statement describing the need for the facility. If the facility includes a tower over 55 feet in height, the anticipated hours that the facility will be extended greater than 55 feet in height.
8. A copy of a FCC Amateur Radio License for the applicant, if applicable.
9. If the proposed antenna/tower is an amateur radio facility and does not comply with the standards in Section 207.040 (A)(2), a written statement prepared by a radio frequency engineer or other qualified individual indicating that the deviations from these standards are necessary to reasonably accommodate amateur radio communications and necessary supporting documentation as required by the City Planner.

REVIEW PROCEDURE

1. Upon receipt of a completed application and all associated applications, the City Planner will process the application in accordance with the following.

A. Planning Commission/City Council Review. Applications that require review by the Planning Commission and City Council shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.

- i. Planning Commission. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203.020(B), in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission will recommend to the City Council approval and conditions thereof or denial and the reasons thereof, or shall table the application for further consideration.
- ii. City Council. Upon receipt of the report from the Planning Commission, the City Council shall consider the application. The City Council shall, taking into consideration the advice and recommendations of the Planning Commission, table, grant or deny the application in accordance with the requirements of the Development Ordinance.

B. Notice and Hearing Procedure.

- i. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 350 feet of the perimeter of the property which will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
- ii. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.

REVIEW PROCEDURE continued

- C. Issuance and Conditions. If approved, the Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Plan. If denied, the City Council shall provide the reasons thereof.
 - D. Decision. The City Council has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in this ordinance.
2. If approved by the City Council, it is the applicant's responsibility to satisfy any conditions of approval within one year of the date of approval or approval is void.

NOTES

1. An application can not be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the city to act on your proposal.
4. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit.